



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

100 Lagoon Complex · Suite 4  
St. Croix · U. S. Virgin Islands · 00840  
Telephone (340) 772-4432 · Fax (340) 772-4002

## **INVITATION FOR BIDS**

for

## **RELOCATION OF LUMBER YARD ADDENDUM I**

**IFB 006-2021-STX**

Issue date:

**June 28, 2021**

Submittal deadline:

**July 1, 2021**

Contact person:

**Afisha M. Hillocks**

**Procurement/Contract Officer**

**ahillocks@vihfa.gov**

**(340) 772-4432 ext. 3233**

**[https:// www.vihfa.gov/procurement/solicitation](https://www.vihfa.gov/procurement/solicitation)**



*Unlocking the Door to Affordable Housing*

## VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

### IFB 006-2021-STX INVITATION FOR BIDS RELOCATION OF LUMBER YARD **ADDENDUM I**

This addendum is issued to modify the previously issued IFB document and/or given for informational purposes and is hereby made a part of the IFB document. The Respondent must acknowledge the receipt of any and all addenda by completing IFB Cover Letter, Enclosure Document A.

The Virgin Islands Housing Finance Authority (“VIHFA”) is providing a response to questions asked by potential Respondents. Below are the questions and the responses as follows:

1. I do not believe that the entire scope can be completed in the 21 days detailed in the IFB. What is the probability of the job term being extended and how will the liquidated damages of \$100.00 per day be handled if that is the case? **The Authority will evaluate the performance progress of the contract on a daily basis to see if an extension is warranted and an extension may be offered via Change Order.**
2. There was no specific determination in the bid of what defines a ‘LOAD’. For example, if provider #1 has one 40’ flat rack and provider #2 has a 20’ flat rack, it will take half the time to load the 20’ flat rack and allow provider #2 a significant opportunity to make more trips. Is it possible for there to be a **full load cost (40’ and above) and a short load cost (less than 40’)** to make the bid process more equitable? **The Authority will adjust its Bid Sheet to allow respondents to bid on a 40’ Flat Rack, 40’ Flat Bed, 20’ Flat Rack and 20’ Flat Bed.**



Figure 1 - 40' flat rack would be a full load



Figure 2 - 20' flat rack would be a short load

3. If more than two service providers are chosen for this project, first come first serve will not work if we are placing the conveyances there for loading prior to delivery. How will the loading priority be determined? **If more than one service provider is selected, the loading process will be determined to allow for equitability between selected contractors.**
4. If the working hours are from 07:00 to 22:00, will there be a break period for lunch and dinner break? **The Authority will allow for a lunch break for driver's during normal business hours. If it is determined that extended hours will be necessary, an additional dinner break will be allowed.**
5. How many forklifts/telehandlers will be on site to load the conveyances? **The Authority expects there to be at least 2 forklifts and a telescopic loader at each site.**
6. If we stage the conveyances in the yard overnight, will security be provided? **Security will be provided at both sites twenty-four hours a day.**
7. Will there be a process to verify a load at the receipt point? **The Authority will have a load receipt process in place at both the loading and unloading site.**
8. What specific licenses qualifies a company to participate in this IFB? **The Authority will require a valid business license for Trucking, Transportation and Delivery.**
9. Would there be multiple contractors awarded for this IFB? **The Authority reserves the right to award multiple contracts if deemed necessary.**
10. Can a site visit be scheduled for 6/18/2021? **A site visit was conducted on June 21, 2021, at 1:00 PM at the current lumber yard location at the Sunshine Mall.**
11. Would different prices be considered for a Flatbed Truck vs Flat-rack Truck? **Please see answer to Question #2. This question did not give a specific size for flatbed truck.**
12. What are the different load sizes for each vehicle/unit? **Please see the answer to question #2.**

**The following sections are hereby amended/added:**

## **12.0 INVITATION FOR BID SCHEDULE**

The following deadlines are associated with this IFB:

<b>IFB SCHEDULE</b>	<b>DATE</b>	<b>TIME</b>
IFB Issue date	June 10, 2021	
Pre-Bid Conference	June 15, 2021	2:00 PM
Final date to submit written questions	June 22, 2021	

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IFB Submittal Deadline	July 1, 2021	2:00 PM
IFB Bid Opening	July 1, 2021	3:00 PM

The VIHFA reserves the right to change the IFB Schedule by issuing an Addendum at any time.

## 15.0 DELIVERY OF BID PACKAGE

All responses to this IFB are to be submitted no later than **2:00 p.m.** AST on **July 1, 2021**. Submissions must be packaged in a sealed envelope, (1 original, 2 copies). The VIHFA will **not** consider fax or e-mail submission of a bid or mail submissions received after the bid due date and time. Bid Package must be submitted to:

SEALED BID – DO NOT OPEN  
Virgin Islands Housing Finance Authority  
100 Lagoon Complex, Suite 4  
St. Croix, VI 00840  
**IFB 006-2021-STX**  
**RELOCATION OF LUMBER YARD**

The envelope must be clearly marked. Failure to clearly mark each bid package with this information may cause the VIHFA to inadvertently open the bid package before official closing date and time. The VIHFA will log all received bid packages with the date and time of receipt. Bids received after the official deadline will be considered **LATE** and will **not** be opened or considered.

## 16.0 VIRTUAL BID OPENING

The VIHFA will conduct a virtual Bid Opening at **3:00 p.m.** AST on **July 1, 2021**. Participants may join the meeting at <https://us02web.zoom.us/j/87579744087>, Meeting ID 875 7974 4087.

### Enclosure

1. Enclosure Document F      Bid Sheet - REVISED

**ENCLOSURE DOCUMENT F**  
**VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**  
***BASE BID SHEET***

The undersigned Respondent proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scope of work, subject to all the conditions as set forth in the project specifications.

**40' Flat Rack Rate per load = \$ \_\_\_\_\_**

**40' Flat Bed Rate per load = \$ \_\_\_\_\_**

**20' Flat Rack Rate per load = \$ \_\_\_\_\_**

**20' Flat Bed Rate per load = \$ \_\_\_\_\_**

**PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW**

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**(TYPE OR PRINT) NAME OF COMPANY**

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**(TYPE OR PRINT) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING**

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**(SIGNATURE) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING**

Submission of a bid indicates acceptance by the Respondent of all the conditions contained in this IFB.

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